



# Alaska Air National Guard Active Guard Reserve (AGR) Vacancy Announcement # **AKANG 12-44A**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Deputy Commander, Force Support Flight</b>	<b>AFSC:</b> <b>38F3</b>	<b>OPEN DATE:</b> <b>13 FEBRUARY 2012</b>	<b>CLOSE DATE:</b> <b>28 MARCH 2012(CHANGE)</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176 <sup>th</sup> Force Sustainment Flight Joint Base Elmendorf Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Minimum: 01 Maximum: 04</b>	
<b>SELECTING SUPERVISOR:</b> Lt Col Wilbanks	<b>POSITION #</b> 0273124	<b>PHYSICAL PROFILE:</b> PULHES – 333233	

## AREAS OF CONSIDERATION

**NATIONWIDE** Applications for this announcement will be forwarded for consideration for all Alaska National Guard personnel who 1) Currently hold the advertised AFSC at the advertised skill level and meet the grade requirement listed above or 2) Members who meet the minimum criteria for retraining (specifications listed below) **(CHANGE)** or 3) Applicants who are eligible to become members of the Alaska Air National Guard, possess the AFSC and meet the grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration. *\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

## MAJOR DUTIES MAY INCLUDE

- Manage Force Support Programs through subordinate supervisors and senior workers that supervise technical and administrative activities within organizational subunits; assigns work based upon requirements, priorities, and responsibilities
- Translate program policy into directives, publications, and training manuals
- Manage, direct and administer military human resources and personnel programs for the assigned and supported organizations
- Act as principal advisor to Wing and Group commanders and advises commanders at all levels
- Access manpower, personnel, and equipment availability for UTC posturing and management
- Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process
- Analyze and determine force composition. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies
- Perform strategic planning in support of wing long-range objectives; reviews and analyzes personnel data derives from a variety of systems such as Military Personnel Execution System, Unit Manning Document, Unit Manning Documents; Deliberate Crisis Action Planning and Execution System, Unit Type Code Management Information System
- Provide technical recommendations on to senior leadership on all organizational personnel actions such as activation, deactivations, conversions, and reorganizations
- Coordinate with NGB Staff to resolve complex personnel issues encountered in producing pragmatic, executable plans
- Plan and direct personnel mobilization and deployment activities through the Installation Personnel and Readiness Office
- Provide oversight for the Personnel Deployment Function; directs the preparation of contingency, exercise, deployment orders; oversees the Military Personnel Appropriation (MPA) workday program
- Administer Air Force performance management; ensures military evaluation system is conducted in a timely manner
- Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs
- Manage equal opportunity and sexual assault prevention and response programs
- Provide functional oversight of Sustainment Services section for mission requirements and base-wide needs to include food services, lodging, morale, welfare, and recreation, mortuary affairs, honor guard and fitness programs
- Oversee full-time human resources programs to include dual status technicians, non-dual status technicians and Active/Guard/Reserve under the guidance and purview of the state Human Resources Office
- Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

➤ **SECURITY CLEARANCE** - **Secret** (eligible to obtain)

## PREFERRED QUALIFICATIONS

- Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, and Quality of Service Programs
- Command experience

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date.** US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received that are not signed will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 4-6 are requested by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation may be included.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume
6. Last 3 Officer Performance Evaluations
7. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

**\*\* Alaska Air National Guard – Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application\*\***

### QUESTIONS:

The HRO Liaison- 176<sup>th</sup> Force Support Flight, MSgt Kelly Shewfelt, 907-551-7648 (DSN 317-551-7648)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

### MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR  
Building 49000 Room D-209, Post Office Box 5800  
Joint Base Elmendorf Richardson, AK 99505-5800

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.